

City of St. Charles, Illinois

Ordinance No. 2007-M-113

**An Ordinance Amending Title 2
“Administration and
Personnel” Chapter 2.30 “Fire
Department” Section
2.30.010 “Created –
Composition” and Section
2.30.030
“Full-Time Firemen
Appointment and Promotion” of
the St. Charles Municipal Code**

**Adopted by the
City Council
of the
City of St. Charles
December 17, 2007**

**Published in pamphlet form by
authority of the City Council
of the City of St. Charles,
Kane and Du Page Counties,
Illinois, December 21, 2007**



Nancy Garrison

City Clerk

(SEAL)

ORDINANCE NO. 2007-M- 113

AN ORDINANCE AMENDING TITLE 2
“ADMINISTRATION AND PERSONNEL” CHAPTER 2.30
“FIRE DEPARTMENT” SECTIONS 2.30.010 “CREATED – COMPOSITION”
AND SECTION 2.30.030 “FULL-TIME FIREMEN – APPOINTMENT AND
PROMOTION” OF THE ST. CHARLES MUNICIPAL CODE

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ST.

CHARLES, KANE AND DUPAGE COUNTIES, ILLINOIS, AS FOLLOWS:

1. That Title 2” Administration and Personnel” Chapter 2.30 “Fire Department”

Section 2.30.010 “Created – Composition” of the St. Charles Municipal Code be amended to read as follows:

There is created a fire department, an executive department of the city. The director of the Fire Department shall be the fire chief. The membership of the Fire Department shall consist of such full-time positions as may be authorized by the Mayor and City Council. Fire Department sworn personnel are authorized to fill the following ranks; fire chief (1), assistant chief (2), Battalion Chief (3), Captain (3), Lieutenant (14), and Firefighter/Engineers, *Firefighter/Paramedics*, and Firefighters (27). Other members of the Fire Department are to be known as paid-on-call firefighters. All appointed members of the Fire Department, including the Fire Chief, are to be considered to be employees of the City.

2. That Title 2 “Administration and Personnel” Chapter 2.30 “Fire Department”

Section 2.30.030 “Full-time firemen – “Appointment and Promotion”, paragraph C of the St. Charles Municipal Code, be amended as follows:

C. The fire chief is authorized to appoint, suspend or discharge employees in the rank of assistant fire chief, the position immediately below the chief, subject to the advice and consent of the city administrator. The rank immediately below the chief may be appointed from any full-time officer.

3. That after adoption and approval hereof, this Ordinance shall (i) be printed or published in book or pamphlet form published by the authority of the Council, or (ii) within thirty (30) days after the adoption and approval hereof, be published in a newspaper published in and with a general circulation within the City of St. Charles.

4. This Ordinance shall be in full force and effect from and after its passage by a vote of the majority of the corporate authorities now holding office and approval in the manner provided by law.

PRESENTED to the City Council of the City of St. Charles, Illinois, this 17th day of December, 2007.

PASSED by the City Council of the City of St. Charles, Illinois, this 17th day of December, 2007.

APPROVED by the Mayor of the City of St. Charles, Illinois, this 17th day of December, 2007.




Donald P. DeWitte, Mayor


Nancy Garrison
City Clerk

COUNCIL VOTE:

Ayes: 9
Nays: 0
Absent: 1

APPROVED AS TO FORM:

City Attorney

DATE: _____



CITY OF ST. CHARLES
POSITION DESCRIPTION
Assistant Fire Chief

Department:	Fire	FLSA Status: Exempt;
Appointed		
Reports to:	Fire Chief	Union: None
Positions Supervised:	Captains Lieutenants Firefighter/Paramedic Contract Paramedics	Firefighter/Engineer Firefighters POC Firefighters Office Staff

Job Summary

This position is responsible for supervising and coordinating the administrative activities of the Fire Department including participation in its various programs, and internal control. May be assigned to either the administrative or support services division and assists in planning, organizing, and coordinating projects and activities to ensure the efficient and effective provision of life safety services to the community. The Assistant Chief is responsible for the supervision of employees in his/her assigned work group. Assists other supervisors/officers as necessary to facilitate Department initiatives. In the absence or disability of the Fire Chief, this position directs all operations and functions of the Fire Department. All work falls under the general direction, supervision, and review of the Fire Chief.

Principal Duties and Responsibilities

1. Performs Duty Chief functions.
2. Ensures compliance with and enforcement of City and Fire Department rules, regulations, policies, and procedures.
3. Collaborates with other City Departments and outside agencies.
4. Assists in strategic planning for the Fire Department.
5. Assists in the development, training, and evaluation of personnel.
6. Relieves company officers or the Battalion Chief as appropriate and assumes command upon arrival at an emergency incident and oversees incident operations. Determines and directs proper deployment of emergency response personnel, resources, and special response units at the scene of an emergency until relieved by the Fire Chief.
7. Serves in an on call capacity to respond to fire alarms or other emergencies.
8. Assists in the development and implementation of policies and procedures. Interprets, applies, and enforces City and Department policies, procedures, and guidelines. Attends staff meetings.

9. Participates in the Fire Department's medium and long range planning processes as they pertain to individual areas of responsibility.
10. Prepares and reviews forms, reports, schedules, and other administrative records and documents.
11. Assumes the duties and responsibilities of the position of Fire Chief in the event of absence and/or vacancy.
12. Completes special assignments for the Fire Chief as requested.
13. Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
14. Attends and participates in professional group meetings; stay abreast of new trends and innovations in the field of fire science.
15. Provide responsible staff assistance to the Fire Chief; prepares and presents staff reports and other necessary correspondence; participates in providing technical presentations to the City Administrator, City Council, and various groups.
16. Conducts a variety of organizational studies, investigations, and operational studies; recommend modifications to Fire Department programs, policies, and procedures as appropriate.
17. Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
18. Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends, within Departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
19. Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Fire Chief; direct the implementation of improvements.
20. Monitors and enforces adherence to all department and City safety policies.
21. Performs other duties as assigned.

ADMINISTRATION

22. Plans, directs, coordinates, and reviews the business plan for the Fire Department; meets with staff to identify and resolve problems; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods, and procedures.
23. Participates in the development and administration of the Fire Department annual budget; forecasts additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring and approval of expenditures; directs and implements adjustments as necessary.
24. Conducts internal investigations of Department personnel and complaints of members of the public or City employees.

25. Maintains detailed records and prepares periodic reports on Departmental activities.
26. Serves as Fire Department liaison to the City's Information Services Department.
27. Assists with the Fire Department's medium and long range planning
28. Oversees preparation of fire department monthly reports related to areas of responsibility.
29. Supervise the maintenance of department records.
30. Act as administrator for the Tri City Ambulance Association. Prepares budget, plans and directs functions through coordination with the Fire Chief from Geneva and Batavia.
31. Functions as the department Public Information Officer.
32. Manages and maintains the Fire Department website.
33. Performs follow-up on issues, as directed, for other Chief Officers when they are unavailable due to vacation, illness, etc.
34. Directs the writing, compilation, and updating of department Standard Operating Guidelines, procedures, and rules of conduct.

SUPPORT SERVICES

35. Plans, directs, coordinates, and evaluates the activities of the Fire Prevention Bureau; meets with staff to identify and resolve problems; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods, and procedures.
36. Participates in the development and administration of the Fire Department annual budget; forecasts additional funds needed for staffing, equipment, materials, and supplies.
37. Maintain in the office of the Fire Prevention Bureau, a complete record of all data relative thereto; a complete record of inspections, investigations, complaints, special and peculiar hazards and such other information as may be required.
38. Assure the investigation of all fires as outlined in the Department Standard Operating Guidelines.
39. Participate in the drafting and enforcement of necessary fire prevention ordinances and municipal codes.
40. Review building plans for compliance with fire safety features.
41. Supervise continuing program of inspection of new and existing structures within the City.
42. Prepare and submit to the Fire Chief an annual report of all activities of the Fire Prevention Bureau, including statistical compilations and analysis of all fires and alarms, and such additional recommendations and conclusions as deemed necessary for the betterment of the service.
43. Supervise the maintenance and update of preplans.

44. Supervises Fire Department public education program.
45. Develop school disaster and fire pre-plan policies.
46. Develop evacuation plans for all major risk occupancies.
47. Liaison for school, industry, and health care officials.
48. Monitors and enforces adherence to all department and City safety policies.
49. Performs other duties as assigned.

Knowledge, Skills, and Abilities

The employee must possess a thorough knowledge of management principles, personnel practices, and organizational and time management techniques. Must have a comprehensive understanding of firefighting, emergency medical, and rescue principles and practices. Must possess a thorough understanding of incident command principles as well as the demonstrated ability to organize, deploy, and manage Fire Department resources in both emergency and non-emergency situations. The position calls for the employee to have the ability to manage emergency incidents and deal with situations of extreme stress without loss of productivity. Requires a complete grasp of fire prevention methods and knowledge of local and State codes and ordinances pertaining to the same. Must demonstrate skills in scheduling, organizing, prioritizing, supervising and evaluating personnel. Needs to display the ability to utilize computer software as required by job responsibilities. Must have the ability to communicate effectively oral and in writing with a variety of individuals and groups including Fire Department employees, City staff, other units of local government, community groups, the print and electronic media, and residents. Requires an understanding of City and Fire Department policies, rules, and regulations. Must possess knowledge of local geography and special hazards within the community. Position calls for the ability to supervise, train, and evaluate personnel and to formulate plans, procedures, and policies. Requires skills in analyzing data and interpreting it correctly.

Essential Job Functions

1. Ability to use a phone/radio to receive and send communications.
2. Ability to walk or stand for an hour or more at a time.
3. Ability to rescue, by carrying or dragging an adult weighing at least 150 pounds, from a hazardous situation.
4. Ability to lift and position people or victims.
5. Ability to operate a motorized vehicle to transport people or materials.
6. Ability to proofread and check documents for errors.
7. Ability to use a keyboard to enter, retrieve, or transform words or data.
8. Ability to identify and distinguish colors.
9. Ability to work in an area that is very uncomfortable due to dirt, drafts, fumes, noise, lighting, temperature variation, or other conditions.
10. Ability to perform unpleasant duties or deal with hazardous materials.

11. Ability to work in a restricted area for two or more hours at a time.
12. Ability to work with equipment or perform procedures where carelessness would probably result in minor cuts, bruises, or muscle strains.
13. Ability to perform duties requiring extreme precautions to avoid illness or injury.
14. Ability to wear personal protective equipment that weighs approximately 50 pounds while performing various strenuous firefighting, rescue, and other related tasks.
15. Ability to perform physically demanding work while wearing positive pressure breathing equipment with 1.5 inches of water column resistance to exhalation at a flow of 40 liters per minute.
16. Ability to make rapid transitions from rest to near maximal exertion without warm-up periods.
17. Ability to raise, climb, and work from ground and aerial ladders, without fear of heights inhibiting work.
18. Ability to operate hand and power tools in both emergency and non-emergency situations.
19. Ability to advance and drag fire hoses, fully charged with water, of up to 2 ½ inches in diameter limited distances both horizontally and vertically.
20. Ability to lift and carry a stretcher with an adult patient weighing at least 150 pounds, up or down stairs with a minimum of one person to assist.
21. Ability to perform limited mechanical work involved in maintaining fire apparatus, equipment, and tools.
22. Ability to read, write, comprehend, and speak English and to demonstrate twelfth grade reading skills.

Minimum Education, Experience, and Certification Requirements

1. Valid Illinois Class B – non-CDL driver's license.
2. Minimum certification as EMT-B by the Illinois Department of Public Health.
3. Graduation from an accredited college or university with a bachelor's degree with major course work in fire science technologies, fire administration, public administration or related field.
4. Minimum of five (5) years firefighting, fire prevention experience.
5. Minimum of three (5) years supervisory experience.
6. Certified Fire Officer II, by the Office of the State Fire Marshal.
7. Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties. I also fully understand that this job description may change from time to time based upon the needs of the City.

Employee

Date

Supervisor

Date

Human Resources

Date

Asst. Fire Chief - Administrative
11/08/07



CITY OF ST. CHARLES POSITION DESCRIPTION

Battalion Chief - Shift

Department:	Fire	FLSA Status:	Exempt,
Appointed by			BFPC
Reports to:	Fire Chief	Union:	None
Positions Supervised:	Captains Lieutenants Firefighter/Paramedic Contract Paramedics	Firefighter/Engineer Firefighters POC Firefighters	

Job Summary

This position is responsible for all phases of shift operation. The Battalion Chief serves as the Operations Officer of the Department on an assigned 24-hour shift and coordinates day-to-day operations among the various Fire Department facilities and emergency response units with all work falling under the general direction, supervision, and review of the Fire Chief. Manages, coordinates, and directs the response, readiness, and emergency activities of the City's resources and staff on a specific shift. Supervises and coordinates various administrative, support and internal control functions. Performs duties in accordance with Department rules and regulations, policies and procedures, and goals. This position exercises judgment in the organization, discipline, training and evaluation of shift staff. Takes command at fires and emergencies involving loss and potentially life threatening situations and must be able to make immediate decisions under these circumstances. Work is performed in alternating 24-hour shifts and incumbents may frequently be exposed to hazardous conditions. A valid Illinois driver's license is required.

Principal Duties and Responsibilities

1. Manages, Directs, and Organizes assigned activities on one of three 24-hour shifts.
2. Supervises daily operations at City fire stations.
3. Responds to emergency incidents within the City and Fire District.
4. Relieves company officers upon arrival at an emergency incidents and oversees incident operations. Determines and directs proper deployment of emergency response personnel, resources, and special response units at the scene of an incident until relieved by the Fire Chief.
5. Serves in an on call capacity to respond to fire alarms or other emergencies.
6. Assures the cause and origin determination of all fires that occur on his/her shift.

7. Assists in the development and implementation of policies and procedures. Interprets, applies, and enforces City and Department policies, procedures, and guidelines. Attends staff meetings.
8. Participates in the Fire Department's medium and long range planning processes as they pertain to individual areas of responsibility.
9. Prepares and reviews forms, reports, schedules, and other administrative records and documents.
10. Manages shift staffing and resources in accordance with City and Department policies.
11. Oversees the paid-on-call firefighters.
12. Resolves employee conflicts and recommends employee awards, coaching, and discipline.
13. Processes changes to work schedule requests in accordance with City and Department policies, the collective bargaining agreement, and applicable State and Federal laws.
14. Performs employee evaluations, written and verbal, regarding performance and assigned duties.
15. Responds to inquiries and requests for information from the general public.
16. Plans, develops, delivers, and coordinates training programs in conjunction with the Training Bureau.
17. Coordinates the completion of fire company inspections and public education presentations with the Fire Prevention Bureau.
18. Takes personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and foster respect and professionalism in the workplace and community.
19. Conducts daily visits of each fire station in order to confer with personnel and to inspect the readiness of personnel, apparatus, equipment, and facilities.
20. Monitors and enforces adherence to all departmental and City safety policies.
21. Investigates and prepares reports regarding the circumstances of work related injuries, vehicle collisions, and complaints from the public.
22. Prepares and recommends budget requests as they pertain to assigned areas of responsibility.
23. Performs other duties as assigned.

Knowledge, Skills, and Abilities

The employee must possess a thorough knowledge of management principles, personnel practices, and organizational and time management techniques. Must have a comprehensive understanding of firefighting principles and practices as well as the demonstrated ability to deploy, manage, and maintain Fire Department resources (personnel, apparatus, equipment, tools, and facilities) in both emergency and non-emergency situations. Requires a complete grasp of fire prevention methods

and knowledge of local and State codes and ordinances pertaining to the same. Needs to display the ability to utilize computer software as required by job responsibilities and skills in oral and written communications. The employee must have a complete knowledge of emergency medical services, hazardous materials, special rescue operations, and incident command principles. Requires an understanding of City and Fire Department policies, rules, and regulations. Must possess knowledge of local geography and special hazards within the community. Position calls for skills in the supervision, training, and evaluating of assigned personnel as well as the ability to make strategic/tactical decisions under stressful conditions and to direct subordinates in emergency situations.

Essential Job Functions

1. Ability to use a phone/radio to receive and send communications.
2. Ability to walk or stand for an hour or more at a time.
3. Ability to rescue, by carrying or dragging an adult weighing at least 150 pounds, from a hazardous situation.
4. Ability to lift and position people or victims.
5. Ability to operate a motorized vehicle to transport people or materials.
6. Ability to proofread and check documents for errors.
7. Ability to use a keyboard to enter, retrieve, or transform words or data.
8. Ability to identify and distinguish colors.
9. Ability to work in an area that is very uncomfortable due to dirt, drafts, fumes, noise, lighting, temperature variation, or other conditions.
10. Ability to perform unpleasant duties or deal with hazardous materials.
11. Ability to work in a restricted area for two or more hours at a time.
12. Ability to work with equipment or perform procedures where carelessness would probably result in minor cuts, bruises, or muscle strains.
13. Ability to perform duties requiring extreme precautions to avoid illness or injury.
14. Ability to wear personal protective equipment that weighs approximately 50 pounds while performing various strenuous firefighting, rescue, and other related tasks.
15. Ability to perform physically demanding work while wearing positive pressure breathing equipment with 1.5 inches of water column resistance to exhalation at a flow of 40 liters per minute.
16. Ability to make rapid transitions from rest to near maximal exertion without warm-up periods.
17. Ability to raise, climb, and work from ground and aerial ladders, without fear of heights inhibiting work.
18. Ability to operate hand and power tools in both emergency and non-emergency situations.
19. Ability to advance and drag fire hoses, fully charged with water, of up to 2 ½ inches in diameter limited distances both horizontally and vertically.
20. Ability to lift and carry a stretcher with an adult patient weighing at least 150 pounds, up or down stairs with a minimum of one person to assist.
21. Ability to perform limited mechanical work involved in maintaining fire apparatus, equipment, and tools.
22. Ability to read, write, comprehend, and speak English and to demonstrate twelfth grade reading skills.

Minimum Education, Experience, and Certification Requirements

1. Valid Illinois Class B – non-CDL driver's license.
2. Minimum of five (5) years firefighting.
3. Minimum of five (5) years supervisory experience.

4. Certified Fire Officer II (or provisional) by the Office of the State Fire Marshal.
5. Completed a minimum of 60 semester hours of course work from an accredited college or university.
6. Shall attain certification as EMT-B by the Illinois Department of Public Health within 12 months of appointment.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties. I also fully understand that this job description may change from time to time based upon the needs of the City.

Employee

Date

Supervisor

Date

Human Resources

Date

Battalion Chief – Shift
11/07/07

State of Illinois)
) ss.
Counties of Kane and DuPage)

Certificate

I, NANCY GARRISON, certify that I am the duly elected and acting Municipal City Clerk of the City of St. Charles, Kane and DuPage Counties, Illinois.

I further certify that on December 17, 2007, the Corporate Authorities of such municipality passed and approved Ordinance No. 2007-M-113, entitled

"An Ordinance Amending Title 2
"Administration and Personnel" Chapter 2.30 "Fire
Department" Section 2.30.010 "Created –
Composition" and Section 2.30.030
"Full-Time Firemen
Appointment and Promotion" of
the St. Charles Municipal Code,"

which provided by its terms that it should be published in pamphlet form.

The pamphlet form of Ordinance No. 2007-M-113, including the Ordinance and a cover sheet thereof was prepared, and a copy of such Ordinance was posted in the municipal building, commencing on December 21, 2007, and continuing for at least ten days thereafter. Copies of such Ordinance were also available for public inspection upon request in the office of the municipal clerk.

DATED at St. Charles, Illinois, this 17th day of December 2007.



Nancy Garrison
Municipal Clerk

(S E A L)